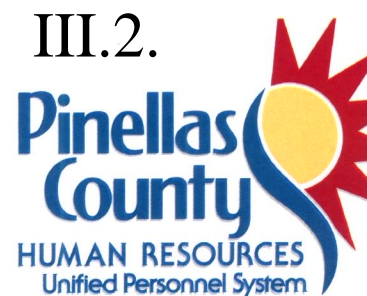



**UNIFIED PERSONNEL SYSTEM**

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Peggy Rowe  
Director

TO: The Honorable Chair and Members  
Of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources 

SUBJECT: Addition and Title Changes/Revisions of Class Specifications

DATE: November 19, 2012

As part of the Human Resources Department's ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature.

**ADDITION**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
19497	Director, Budgeting & Financial Services	150

**TITLE CHANGES/REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>RECOMMENDED CLASSIFICATION</u></b>	<b><u>PG</u></b>
23074	Senior Tax Assistant	Tax Assistant, Senior	CL8
23076	Senior Tax Specialist	Tax Specialist, Senior	CL11

PR/JL/gjc  
Doc ID: Hskpg Dec 2012

## DIRECTOR, BUDGETING & FINANCIAL SERVICES

Job Code	Pay Grade
19497	CL150

### Nature of Work

This is highly responsible management, administrative, and supervisory work for the Clerk of the Circuit Court (CCC). An incumbent in this class is responsible for the financial accounting, budgeting, and other professional assignments. The incumbent conducts revenue and expenditure forecasts in order to effectively project trends and enhance fiscal efficiencies within the organization. The incumbent identifies and resolves technical, financial, and budget issues utilizing Oracle Financials and Hyperion software applications. The position interacts daily with a wide range of officials at various levels including senior management, information technology representatives, purchasing staff, department managers, directors, as well as, finance, accounting, and budget staff. Position responsibilities require the incumbent to complete assignments in conjunction with statewide agencies involving the Clerk of Court Operations Corporation and Florida Court Clerks and Comptrollers. The incumbent prepares, analyses, and monitors state, county and budgets including trust funds. The incumbent analyses financial records and prepares regular and special reports. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Chief Deputy Director/General Counsel, Court & Operational Services or designee.

### Minimum Qualification Requirements

- Bachelor's degree in finance, accounting, business administration or public administration and 6 years of professional experience performing highly automated and computer technology based governmental accounting work and professional tasks including 1 year of supervision or supervisory training; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Prepares financial analysis regarding trends in revenues and expenditures; performs cost/benefit analysis, trend analysis, and other economic forecasting.
- Directs and coordinates long-term and short-term planning efforts for the organization including development and implementation of measurable goals and objectives.
- Prepares financial reports in compliance with applicable laws, rules, and regulations.
- Prepares and analyzes cost allocations.
- Prepares and analyzes budgets for approximately 30 individual major departments and makes recommendations to improve budget processes.
- Develops and monitors department budgets to meet organizational requirements.
- Reviews and approves financial transactions involving capital expenditures.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of data processing principles, methods, and practices.
- Knowledge of federal, state, local, and labor laws, rules, and regulations.
- Knowledge of Florida Retirement System and rules and regulations.
- Knowledge of generally accepted governmental accounting principles, governmental accounting practices and procedures and ability to apply such knowledge to daily transactions.
- Knowledge of government programs, objectives, policies, and procedures.

## DIRECTOR, BUDGETING & FINANCIAL SERVICES (continued)

Job Code	Pay Grade
19497	CL150

### Knowledge, Skills, and Abilities (continued)

- Knowledge of governmental accounting principles and practices and ability to apply this knowledge to work situations.
- Knowledge of regulations relating to employee insurance benefits.
- Knowledge of the laws, rules, and regulations controlling budgetary fiscal recordkeeping and contract procedures as well as budget development and control.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships as necessitated by work assignments and with the managerial staff within the department, management/budget staff, and financial and budget staff of the Constitutional Officers.
- Ability to isolate and analyze significant trends and practices from detailed records and factual material.
- Ability to keep abreast with changes relating to changes in laws, rules, and regulations as they apply to assigned programs and functions.
- Ability to organize and present clearly and concisely, oral and written reports.
- Ability to plan and coordinate budget preparation process with directors and managers within the organization.
- Ability to plan, direct, assign, and supervise the work of subordinate employees.
- Ability to prepare budgets, projections, analyses, and financial statements.

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Created	EEOC Code	Overtime Code
1/13		Exempt

# TAX ASSISTANT, SENIOR

Job Code	Pay Grade
23074	CL8

## Nature of Work

This is complex specialized office work of moderate difficulty that requires heavy public contact within the various departments and divisions under the Tax Collector. This is Level 2 training and development work performed under close supervision. This classification differs from Level 1, Tax Assistant, in that it requires greater subject matter knowledge and independence in completion of routine assignments. An employee in this class reviews, creates, modifies, updates, and processes a wide variety of records and legal documents in accordance with Florida Statutes, County Ordinances, Department of Revenue (DOR) or Department of Highway Safety & Motor Vehicles (DHSMV) Rules and Regulations or Florida Fish and Wildlife Conservation Commission (FFWCC). Work involves routine cashiering duties and the variety of work differs depending on the departmental area of assignment. Incumbent may be promoted noncompetitively within the approved career ladder at the discretion of the Appointing Authority.

## Minimum Qualification Requirements

- 6 months experience in a Florida Tax Collector's Office/DHSMV agency; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Possess and maintain a valid Class E or above Florida Driver License in good standing.
- Be at least 21 years of age and compliant with Florida Statutes 322 (for administration of road tests).
- Incumbent to apply for and maintain Florida Real Time Vehicle Information System (FRVIS) and/or Florida Driver License Information System (FDLIS) Access Authorization per Florida Department of Highway Safety Motor Vehicles Procedure TL-57 and RS-64 and PCTC Employee Access to Confidential TD Tax Information per Florida Statue 213.053 and Department of Revenue Rules and Regulations 12-22.
- An employee may be promoted from Tax Assistant classification after completion of required experience and demonstration of general knowledge and job proficiency skills for Level 1 and 2 of career ladder, and sustain a rating of Meets or Exceeds Expectations, in all performance competencies.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Provides service and information to the general public either by way of telephone, mail, Internet access, or in person.
- Conducts full citizen/non-citizen applicant and document screening prior to processing and/or issuance of any documents or information.
- Accesses Florida's FRVIS/FDLIS on-line computer databases, query for eligibility for Driver Licenses.
- Performs work related to DHSMV/DMV Motor Vehicle, Vessel and Mobile Home titles; new, used, and Florida transfers; issues registrations; new, renewals, duplicate and replacement decals, license plates, electronic temporary registrations, parking permits, and issues personalized license plates.
- Performs work related to DHSMV/DDL Florida Driver License and Identification cards; new, renewals, duplicates and replacements. Reinstates various designated sanctions and cancellations. Issues licenses using various online tools such as Driver Examination Licensing Alternative Program (DELAP) waiver, Commercial Driver License (CDL) and motorcycle waivers. Administers vision examinations and referrals. Assigns customers to Automated Driver License Testing System (ADLTS) for original and renewal of licenses; occasionally proctors and grades written examinations. May be required to administer oral, road rule, road sign and on road driving examinations.

## TAX ASSISTANT, SENIOR (continued)

Job Code	Pay Grade
23074	CL8

### Illustrative Tasks (continued)

- Operates specialized cameras, card printers, and machines for the issuance of original/renewal Florida Driver Licenses/Identification cards, Learners Driver Licenses with DELAP waivers, CDL including endorsements, motorcycle licenses with full waiver. Recovers and/or destroys suspended Florida Driver Licenses.
- Performs work related to Organ and Tissue Donor Program and the application for Voter Registration and various charitable organizations.
- Performs work related to ad valorem, personal property and tourist development tax payments through other automated systems including TaxSys software application.
- Performs work related to FFWCC for the issuance of Hunting and Fishing License.
- Performs routine cash handling, balancing, and receipting duties involving currency, checks, money orders, credit, and debit cards.
- Participates fully as a member of the Tax Collector's Intranet community; SharePoint, Outlook, and Excel.
- Performs the work of a Tax Assistant and related work as required.

### Knowledge, Skills, and Abilities

- Knowledge of basic business English, spelling and arithmetic.
- Knowledge of automated office procedures and practices.
- Knowledge of the laws, ordinances, and DOR, DHSMV for DDL and DMV, and FFWCC rules and regulations pertinent to the area of assignment.
- Basic knowledge of Microsoft Word, Excel, Outlook, Internet and Intranet access routines.
- Skill in typing accurately at a reasonable rate of speed and entering data accurately.
- Ability to deal with the public face-to-face, by phone, or by email in an effective and courteous manner.
- Ability to make decisions in accordance with laws, ordinances, rules & regulations, and policies and procedures.
- Ability to communicate orally and in writing in an effective and courteous manner.
- Ability to provide information correctly and concisely.

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Revised	EEOC Code	Overtime Code
1/13	Administrative Support	Classified

## TAX SPECIALIST, SENIOR

Job Code	Pay Grade
23076	CL11

### Nature of Work

This is highly responsible technical field and office work that requires extensive knowledge of software applications and heavy public contact in a fast paced office environment and may include limited supervisory responsibility. At this level, duties involving various departments and divisions within the Tax Collector's Office may be assigned and comparable responsibilities are performed. An employee in this class reviews, creates, modifies, updates, and processes a wide variety of records and legal documents in accordance with Florida Statutes, County Ordinances, Department of Revenue (DOR), or Department of Highway Safety & Motor Vehicles (DHSMV) rules and regulations or Florida Fish and Wildlife Conservation Commission (FFWCC). Duties may include training, planning, assigning, supervision duties as delegated, monitoring of various automated management systems, and reviewing the work of employees as required. Professional recognized methods and techniques will be used within the framework of the Pinellas County Tax Collector's Office.

### Minimum Qualification Requirements

- 30 months experience in a Florida Tax Collector's Office/DHSMV agency; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Possess and maintain a valid Class E or above Florida Driver License in good standing.
- Be at least 21 years of age and compliant with Florida Statutes 322 (for administration of road tests).
- Incumbent to apply for and maintain Florida Real Time Vehicle Information System (FRVIS) and/or Florida Driver License Information System (FDLIS) Access Authorization per Florida Department of Highway Safety Motor Vehicles Procedure TL-57 and RS-64 and PCTC Employee Access to Confidential TD Tax Information per Florida Statute 213.053 and Department of Revenue Rules and Regulations 12-22.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Provides service and information to the general public either by way of telephone, mail, Internet access, or in person.
- Examines vehicle/vessel documents, guides, or their amendments or supplements when required by law with minimal referral to superiors.
- Accesses Florida's FRVIS/FDLIS on-line computer databases, query for eligibility for Driver Licenses.
- Performs work related to DHSMV/DMV Motor Vehicle, Vessel and Mobile Home titles; new, used, and Florida transfers; issues registrations; new, renewals, duplicate and replacement decals, license plates, electronic temporary registrations, parking permits, and issues personalized license plates. May have responsibility for audit, funds reconciliation and inventory management for PCTC, Electronic Filing System (EFS), and private processing partners.
- Performs work related to citizens and non-citizens for DHSMV/DDL Florida Driver License and Identification cards; new, renewals, duplicates and replacements. Reinstates all types of sanctions and cancellations. Issues licenses using various online tools such as Driver Examination Licensing Alternative Program (DELAP) waiver, Commercial Driver License (CDL) and motorcycle waivers. Administers vision examinations and referrals. Assigns customers to Automated Driver License Testing System (ADLTS) for original and renewal of licenses; occasionally proctors and grades written examinations. Administers oral, road rule, road sign and on road driving examinations.
- Operates specialized cameras, card printers, and machines, for the issuance of original/renewal Florida Driver Licenses/Identification cards, Learners Driver Licenses with DELAP waivers, CDL including endorsements, motorcycle licenses with full waiver, and reinstate all types of sanctions. Recovers and/or destroys suspended Florida Driver Licenses.

## TAX SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
23076	CL11

### Illustrative Tasks (continued)

- Performs work related to Organ and Tissue Donor Program and the application for Voter Registration and various charitable organizations.
- Performs advanced and complex Tax Rolls work, such as calculating and posting changes to the ad valorem and personal property tax rolls, installment or escrow accounts, tax deed applications, tax certificate transfers through other automated systems including TaxSys software application.
- Performs work related to FFWCC in the issuance of Hunting and Fishing License.
- Performs routine cash handling, balancing, and receipting duties involving currency, checks, money orders, credit, and debit cards.
- Act as an expert interpreting bankruptcy, delinquent property, or tourist development laws and regulations to professionals and institutions, such as accountants, mortgage companies, realtors, etc.
- Performs special administrative projects.
- Provides a focal point in a work-group for team-building activities and performance improvement.
- Participates fully as a member of the Tax Collector's Intranet community; SharePoint, Outlook, Excel and tends to all of the routine administrative duties by operating a variety of software at an advanced skill level.
- May fill in for supervisory or managerial staff in their absence when assigned.
- Answers questions and provides technical guidance to end users of all information-processing systems of the Tax Collector's Office.
- Prepares, coordinates, and provides structured classroom and/or on-the-job training and mentoring within assigned areas of responsibility.
- Performs all work of a Tax Specialist and related work as required.

### Knowledge, Skills, and Abilities

- Knowledge of basic business English, spelling and arithmetic.
- Knowledge of a broad range of automated office procedures and practices.
- Knowledge of the laws, ordinances, DOR, DHSMV for DDL and DMV, and FFWCC rules and regulations, PCTCO policies and personnel administration rules.
- Knowledge of investigative principles and techniques.
- Skill in operating Microsoft software applications, updating websites, and Internet investigations.
- Skill in typing accurately at a reasonable rate of speed and entering data accurately.
- Ability to organize and lead the activities of others.
- Ability to deal with the public face-to-face, by phone or by email in an effective and courteous manner.
- Ability to make decisions in accordance with laws, ordinances, rules, regulations, policies and procedures.
- Ability to communicate orally and in writing in an effective and courteous manner.
- Ability to provide information correctly and concisely.

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Revised	EEOC Code	Overtime Code
1/13	Technicians	Classified